



Final Financial Report (FFR) Revision Process

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Sources: Grants Management
Key Words: Final Financial Report
Summary: FFR may be revised under certain circumstances

Revisions for a Final Financial Report (FFR) may be considered until the next subsequent FFR is in 'FFR Draft Started' status. Once the next subsequent FFR is in this status, the prior FFR cannot be revised, except for extraordinary extenuating circumstances.

FFR revisions may be made through the NDE Consultant for the year subsequent to the current application year (i.e. if the current application is the 2007 application, then a district/agency FFR can be revised through the consultant for 2006). All other revisions must be submitted to the NDE for consideration. These business rules are necessary since the advent of the *First In-First Out* grant funding method for selected grants.

To complete a revision, please use the following process:

1. The Fiscal Representative must first submit a request letter on district or agency letterhead to the assigned NDE Consultant. This letter must detail the specific programs being revised and the reason for requesting the revision.
2. Supporting documentation, such as a budget ledger or financial summary, or any other reports deemed necessary to explain the need for the revision, must be included with the letter for consideration. Each change to the FFR should be thoroughly explained. Upon examination of the documents, the NDE Consultant may request additional documentation to support the revision. Please be aware that a request for revision is not guaranteed to be approved, as the documentation may not be supportive of the requested change. Once the documentation is examined, the NDE Consultant will contact the Treasurer and change the status of the application to FFR Revision Started if the revision is approved. If NDE is due a refund from the FFR requiring revision, the check must be received before the revision can begin.
3. The revised amounts to the FFR are completed by the district/agency and submitted through the same process as the initial FFR. The revised amounts must agree with the revision amounts reviewed by the NDE Consultant. If a district is owed additional funds, a negative balance Request for Funds (RFF) will automatically be generated upon FFR approval. If cash remains on hand, then the FFR approval e-mail will reflect a balancing RFF to indicate any on-hand amounts. As a reminder, cash balances must be limited to immediate cash needs, so the amount of cash carried over from year to year should be at a minimum.